



## **JOB DESCRIPTION**

Title: **PUBLIC SERVICES DIRECTOR**  
Department: Public Services  
Class Code: 1525  
FLSA Status: Exempt  
Effective Date: July 1, 1997 (Rev 07/2011)  
Grade Number: 34

### **GENERAL PURPOSE**

Under broad policy guidance and direction from the Mayor and City Council, performs professional administrative and supervisory responsibilities in developing, managing, and coordinating the Public Works and Parks & Recreation Divisions.

### **EXAMPLE OF DUTIES**

- \*-- Assists in policy development; researches specific information upon request; aids in administrative decision making processes.
- \*-- Oversees supervision of personnel; approves all hiring, promotions, disciplinary actions, and terminations. Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems.
- \*-- Works with Division personnel in developing, negotiating and presenting budgets to the Mayor and City Council; monitors expenditures as needed.
- \*-- Plans, coordinates and provides overall direction for the various activities of the Public Services department; prepares and presents comprehensive plans for the improvement and expansion of facilities and activities; plans long-range goals for the department.
- \*-- Works directly with the Park and Recreation Advisory Board. Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public.
- \*-- Attends meetings that require representation of the Murray City Public Services Department; researches various information for grants; writes and negotiates grants; administers obtained Federal grants; administers State monies and County Flood Control monies.

- \*-- Serves as the Department's emergency management coordinator; keeps Department emergency management plan up to date; trains and informs Department staff on emergency management plans.
- \*-- Provides a sufficient financial base for department operations by securing extra budgeted funds at local, state and federal levels; prepares grant applications; coordinates fund-raising activities; actively seeks donations; prepares rate structure and recommends billing rates for Department programs.
- \*-- Works with architects and engineering firms.
- \*-- Provides counsel to the Divisions of Public Works and Parks and Recreation on matters requested; assists in developing Division policy and regulations.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a bachelor's degree in business management, public administration, engineering, recreation management or a closely related field and six (6) years of progressive management/administrative experience, OR any equivalent combination of education and experience.
- Experience in parks and recreation, public works, community development is desired but not required.

### Special Requirements

- Must possess a valid Utah Driver's license.

### Necessary Knowledge, Skills and Abilities

- Knowledge of Public Works and Community Development projects, policies and procedures; thorough knowledge of grant writing and research; thorough knowledge of budget development.
- Thorough knowledge of the methods and techniques of developing and operating city parks and recreation systems; considerable knowledge of the principles of landscaping, forestry, and a variety of other fields related to parks and recreation development; considerable knowledge of parks and recreation program functions; knowledge and experience in working with the arts.

- Ability to administer a large work program; ability to prepare and present budget estimates; ability to coordinate a variety of major construction and maintenance programs related to upgrading the city's infrastructure and facilities.
- Ability to direct, motivate, develop, and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.